

MAC Excel Shortcuts

Apple Icon

System Preferences

Keyboard

Check "Use all F1, F2, etc."

Navigation Commands

Arrows	Move one cell up, down, right, left
⌘ + Arrows	Move to the edge of the current data region
Fn + Up / Down	Move one screen up / down
Ctrl + Fn + Up / Down	Move one worksheet left / right in a workbook
Alt + Fn + Up / Down	Move one screen left / right in a worksheet
⌘ + Left Arrow	Move to beginning of current row
⌘ + Fn + Left Arrow	Move to cell A1
⌘ + Fn + Right Arrow	Move to bottom right cell in used workspace
Shift + Enter	Move in opposite direction as Enter

Selection Commands

Shift + Arrows	Extend selection of cells
Shift + ⌘ + Arrows	Extend selection of cells to last nonblank cell
Shift + Fn + Left Arrow	Extend selection of cells to beginning of row
Shift + Spacebar	Select row
Ctrl + Spacebar	Select column
⌘ + A	Select entire worksheet

Copy & Paste Commands

⌘ + C	Copy
⌘ + V	Paste multiple times
⌘ + X	Cut
Ctrl + R	Copy right
Ctrl + D	Copy down
Ctrl + ⌘ + V	Paste special

Other Must Know Commands

Ctrl + U	Edit cell
⌘ + T	Absolute reference toggle
F5	Go to
F9	Calculate (if setting on manual calculation)
⌘ + Shift + S	Save as
Shift + F2	Insert / edit comment
⌘ + W	Closes current application

<u>Symbol</u>	<u>Key</u>	<u>Symbol</u>	<u>Key</u>
⌘	Command	⌥	Option
^	Control	⇧	Shift

Other Must Know Commands

⌘ + 1	Open Format Cells dialog box
⌘ + B	Bold
⌘ + F	Find
⌘ + I	Italics
⌘ + N	New workbook
⌘ + O	Open dialog box to open or find a file
⌘ + P	Print
⌘ + S	Save
⌘ + U	Underline
⌘ + W	Closes current workbook
⌘ + Y	Repeats last command
⌘ + Z	Undoes last command
Ctrl + Tab	Switch between open Excel workbooks
⌘ + Tab	Switch between open applications
Ctrl + I, ⌘ + E	Insert row
Ctrl + I, ⌘ + N	Insert column
Alt + ⌘ + Enter	Start a new line in the same cell
⌘ + Shift + T	Sum function
Ctrl + ~	Display formulas / values
Ctrl + Shift + U	Expand / collapse formula bar
⌘ + Alt + O	Outline border
⌘ + Alt + _	Remove border
⌘ + ,	Access System Preferences

Precedents and Dependents

When precedent / dependent cells are on same sheet as formula	
Ctrl + [Highlights precedent cells
Ctrl +]	Highlights dependent cells
Enter or Tab	Move between dependent / precedent cells
F5 + Enter	Return to original cell
When precedent / dependent cells are on different sheet than formula	
Ctrl + [Highlights first precedent cell
F5 + Enter	Return to original cell